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Get the Shot, Not the Flu: Protect Yourself, Your Family and Your Department

PAYROLL REMINDERS
October 21:
• Electronic monthly payroll available
October 22:
• Electronic monthly payroll due by 4pm
October 23:
• PVDs available online
October 25:
• Biweekly payday
• Monthly PVDs available online

Processing Schedules
Payroll Reports

HUMAN RESOURCES
Registration Now Open for the HR Liaison Network Fall Meeting
Join us for the first meeting of FY2014 on Thursday, November 7, 2013 in the General Services Complex. To save your seat and materials, register by noon on Tuesday, November 5. Search for course number 2112061 in TrainTraq and select the section of your choice (morning 9:00-11:45 a.m. or afternoon 2:00-4:45 p.m.). The doors open 30 minutes prior to each session to allow time to check-in, enjoy light refreshments and network with your peers before the meeting. Your attendance is encouraged as part of the HR Liaison continuing education initiative…we have lots of information to share with you! Top

Update on the Affordable Care Act – Measurement Period Clarified
A recent HR Liaison Network Newsletter contained an update on the Affordable Care Act (ACA). As a reminder, employees (including student workers) that average 30 hours per week or more will be considered benefits eligible under the ACA definition of “fulltime” beginning September 1, 2014.

Employees who are not reasonably expected to average 30 hours a week are classified as “variable” employees and will have their hours reviewed during a 12 month measurement period. For existing employees, the measurement period consists of hours worked during a 12 month period from September 1, 2013 through August 31, 2014. Employees who reach benefit eligibility according to the ACA 30-hour definition, based on the hours worked during the measurement period, will be eligible for benefits during the subsequent 12 months, which is called the stabilization period.

Below is an example and attached is a visual representation to help illustrate:

- **Measurement Period** (9/1/2013-8/31/2014) – hours worked used to calculate average for benefits eligibility determination
- **Administrative Period** (9/1/2014-9/30/2014) – confirm benefit eligibility based on 30 hour definition and extend benefit enrollment opportunity
- **Stabilization Period** (10/1/2014-9/30/15) – the period for which benefits must be offered to employees who work an average of 30 hours per week during the previous measurement period (9/1/2013-8/31/2014). Benefits MUST be offered during the entire stabilization period regardless of the hours worked during the stabilization period.
- **Subsequent Measurement Period** (9/1/2014-8/31/2015) – the new measurement period begins to review hours worked for the next stabilization period and the process is repeated year after year.

The ACA legislation is complex and many details regarding the tracking, reporting and other administrative details still are being finalized. However, departments need to be aware that hours worked by employees now through 8/31/2014 will determine benefit eligibility for the next fiscal year for employees deemed to be “variable”.

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**Flu Vaccine Clinic – Come Prepared; Get Vaccinated**
*Please share with employees in your department.*  
Wellness Works Flu Vaccine Clinics – Tuesday, October 29 & Wednesday, October 30

All employees and their family members are encouraged to get a flu vaccine to help fight off the flu bug and stay healthy throughout flu season. To help employees stay healthy, Human Resources is sponsoring a Seasonal and H1N1 combined quadrivalent vaccine clinic on Tuesday, October 29 & Wednesday, October 30 from 8:00 a.m. through 5:00 p.m. in the General Services Complex, room 101A.

Consent forms are required. In order to save time, please come prepared by completing the consent and registration forms in advance to bring with you to the vaccine clinic. Details here. Please post this flyer in your office.

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**Benefit Briefs Newsletter**
*Please share with employees in your department.*  
System Benefits Administration recently published their latest edition of Benefits Briefs with information about the A&M System-wide Employee Engagement & Wellness Initiative, Blue Access for Members, Flu Season Coming, Making the Most of the BCBSTX Benefit Value Advisors and a few more. You may view this newsletter online.

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**Save the Date – Wellness Works Health & Wellness Fair on 11-12-13**
*Please share with employees in your department.*  
Join us on Tuesday, November 12 for the inaugural Health & Wellness Fair as part of the Wellness Works program. The Health & Wellness Fair will include a vendor exhibit area, demonstration area and rooms for breakout informational sessions. The goal of the event is to provide the Texas A&M community with health and wellness information to help you make healthier life choices. Mark your calendar now to save the date for this fun and informative event. More information to be provided as the event approaches. **Top**

**LeaveTraq Version 3.1.0 Adds New Leave Categories**
*Please share with employees in your department.*  
LeaveTraq was recently updated to expand the leave categories available in LeaveTraq in compliance with State and System Regulations. Additional leave categories include the following:

1. **Educational Activities (ED-ACTIVITY).** Parent Teacher Conference (PT-CONF) leave has been renamed to Educational Activities leave to more accurately reflect the expanded activities that are now available under this leave type after the passage House Bill 480. “Educational activity” as defined in the legislation means a school sponsored activity including parent-teacher conference, tutoring, a volunteer program, a field trip, a classroom project, a school committee meeting, an academic completion, and an athletic, music or theater program. Texas A&M rules allow employees to use up to eight hours of accrued sick leave, with reasonable advance notice, per fiscal year to attend educational activities for their children in pre-kindergarten through 12th grade.
2. **Reserve Law Enforcement (RES-LAW-EN)** – This new leave type allows reserve law enforcement officers to take five days of paid leave bi-annually for training purposes.
3. **Amateur Radio Operator (HAM-RADIO)** – This new leave type allows state-designated amateur radio operators to take up to ten days of leave to participate in specialized disaster relief services.

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**PATH Vacancy Postings – Review Carefully before Submitting for HR Review**
It's important to make sure your staff vacancy Posting in PATH is complete before you submit it to HR Review. If you think changes need to be made to any qualifications or items on the Position Description (where applicable) they must be made before you submit your Posting. Also, make sure your supplemental questions are accurate and complete. Please remember you cannot add Supplemental Questions to the Position Description. Supplemental Questions are added at the Posting stage.

We cannot make changes to the Posting that would change the potential applicant pool after initial Posting. Significant changes mean you will need to cancel the Posting and resubmit.

As always, if you need assistance or have questions, please contact Recruitment and Workforce Planning at jobpath@tamu.edu or 845-5154.

**Job Accommodations for People with Disabilities**

Did you know that job accommodations for people with disabilities are usually low cost or no cost? A study conducted by the [Job Accommodation Network (JAN)](http://www.jan.org) revealed that 56 percent of workplace accommodations cost absolutely nothing. Furthermore, JAN's statistics show that most employers report financial benefits from providing accommodations due to reduced costs in terms of insurance and training new employees and increased worker productivity. October Disability Employment Awareness month and Texas A&M Human Resources is supporting the Campaign for Disability Employment, a collaborative effort to promote positive employment outcomes for people with disabilities. Learn more at [http://employees.tamu.edu/managers/campaign.aspx](http://employees.tamu.edu/managers/campaign.aspx) on the HR website.

**IN CASE YOU MISSED IT**

**New Lactation Rooms Open on Campus**

Texas A&M Information Technology recently opened two new lactation rooms for nursing mothers in the General Services Complex (GSC) and the Teague Building. These rooms are available to the all nursing mothers at Texas A&M University. Information on how to access these and other lactation rooms on campus can be found at the [Women's Resource Center](http://employees.tamu.edu/managers/campaign.aspx).

**“HR EXPRESS” Newsletter - Fall 2013 Issue**

Have you read the newest issue of the HR EXPRESS newsletter? Check out the articles in this fall issue; "Healthy Lifestyle + Healthy Workplace = Wellness Works!", "Employee Benefits & Insurance Updates", "Flexible Spending Account Grace Period", "Workplace Accommodations for Disabilities" and much more. Remember, the purpose of this newsletter is to keep employees on track with HR-related services and information they (and you too!) need to know as an employee of Texas A&M University. Be sure to pass on this newsletter link to the employees in your work area. HR EXPRESS is published three times a year with spring, summer and fall issues. Read the [full issue](http://employees.tamu.edu/managers/campaign.aspx) and [give us your feedback](http://employees.tamu.edu/managers/campaign.aspx)!

**TIP OF THE WEEK**

**Get the Shot, Not the Flu: Protect Yourself, Your Family and Your Department**

Human Resources is partnering with Scott & White Clinic to offer the flu vaccine clinic open to Texas A&M System employees, retirees and their family members. Seasonal and H1N1 combined vaccines will be available via injection and mist October 29-30 in the General Service Complex from 8:00am-5:00pm. Convenience and good health…perks for all! For more information, including access to the required forms and instructions, please visit [http://employees.tamu.edu/docs/benefits/general/FluConsent.pdf](http://employees.tamu.edu/docs/benefits/general/FluConsent.pdf) online.
HR Liaison Network News (LNN) is distributed weekly to departmental HR Liaisons at Texas A&M University. If you have questions about LNN contact:

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Next Network Meeting:
November 7, 2013